ACCOUNTABILITY UPDATE

Office of Educational Accountability

There are some important updates this week pertaining to next week's public release of the Accountability Report Cards. Please share this information within your district in preparation of the public release.

Report Card Data Caution
As discussed with the preliminary secure release in October, there were some atypical score swings in some school and district report cards. **Because score fluctuations are larger this year, and more widespread than would be expected, a cautious approach to report card interpretation is needed**. **We have taken the additional step of noting these atypical score changes on the front page of the report card**. Updated secure report cards, which will be available by Friday, November 17, will include this special data caution when applicable.

Larger than expected year-to-year score fluctuations are considered outliers and noted by ^ when a school or district has a 10-point or greater change (up or down) in **both** their Overall Score and Growth Score. As such, please use caution when reviewing report cards that have ^ symbol next to their rating as it is unclear whether the amount of change in scores is due to an actual change in school/district performance, or a symptom of statistical volatility.

Updated secure report cards will be available in SAFE by Friday, November 17th. Both schools and districts with score change +/-10 points in both their Overall Score and their Growth score will see the ^data caution notation. This will also be noted in the final report cards released to the public on November 21st.

For more information on the fluctuations in accountability scores, please see the Score Flux page. OEA will work to keep schools and districts updated on these scoring trends.

Report Card Public Release: November 21
Final public Accountability Report Cards will be released on Tuesday, November 21st. As usual, the report cards will be publicly available on this page: https://dpi.wi.gov/accountability/report-cards. In preparation for the public release, OEA will release updated secure preliminary report cards in SAFE for your final review by Friday, November 17th. We will also release embargoed statewide data by Friday, November 17th. The embargo on statewide data will be lifted with the public release.

The public release of the report cards will no doubt attract attention in your community. We are working on additional resources to support schools and districts in communicating report card scores. However, many report card resources are already available, and we encourage you to make use of these.

Parent Letter Templates: New Resources
Recall that schools and districts are required by state law to share the Accountability Report Cards with parents. There are four templates available on the resource page for districts to use when sharing report card scores with parents.

· Letter Template – Alternate Accountability
· Letter Template – Choice Schools
· Letter Template – Generic
· Letter Template – Score Fluctuations

These templates are in Word so that districts can adapt as needed. Spanish versions will be available shortly.

Contacting Us
If you have questions leading up to the public release, or issues that arise next week, please contact us at oeamail@dpi.wi.gov or call OEA at 608-267-1072. Wishing you a very happy and warm Thanksgiving holiday!

~OEA
Office of Educational Accountability
608-267-1072

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WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Office of Student Assessment

OSA Office Hours Webinar
Our second OSA Office Hours webinar for the year is scheduled for tomorrow, November 16 from 9:30 - 10:30 a.m. Access information for the webinar is as follows:
- From your computer, go to the GlobalMeet login page.
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." *(A supplemental calendar invite containing a one-page audio connection reference guide will be emailed prior to the webinar.)*

If you are not able to join us, the recorded webinar will be available on our website within about a week.

Help Us Build Strategic Assessment Systems Together!

Thank you to all who have joined our work in building assessment and data literacy! We have an outstanding group of Wisconsin educators including teachers, math and literacy coaches, administrators, curriculum and instruction experts, etc. on our Classroom Data Tool User Advisory Group. This group is advising the applications development team around designing the Classroom Data Tool. Their ideas and suggestions have been incorporated into the work of the team so that we are able to provide the best tool possible for educators in the field. We are always looking for more user group members! Please read the Classroom Data Management Tool Advisory Group Description for more information about the role of the user group within this project. Our next online meeting is on Monday, December 18th, from 3:15 p.m.-4:15 p.m. Contact lauren.zellmer@dpi.wi.gov if you are interested in participating.

Happy Thanksgiving!

With Thanksgiving happening next week we will not be sending out a DAC Digest on November 22. We will resume on November 29. We hope you and your families have a wonderful Thanksgiving Holiday!

Forward Exam

2018 Forward Exam District Technology Coordinator (DTC) Training and Resources Available

DTC training webinars were held on October 25 and November 1, and over 300 DTCs attended the training. The webinars were recorded and are available on the Forward Exam Technology Requirements webpage for anyone who was not able to attend the live webinar. Technology readiness resources are also now available on the Forward Exam Technology Requirements webpage.

DTCs please mark your calendars for the following:

- January 17, 2018 - Refresher technology training/Q&A
- February 14, 2018 - Technology Q&A
- March 14, 2018 - Technology Q&A

TTS/Read Aloud Accommodation Change

New this year is a change to the Text-to-Speech (TTS)/read aloud accommodation for the Forward Exam. The TTS/read aloud **accommodation** allows the student to listen to ELA test information displayed on the screen, including test directions, questions, answer choices, and **ELA reading passages**. This accommodation may only be provided to a student with visual impairments who is not proficient in contracted Braille, whose need is documented in an IEP or 504 plan and has met all five criteria on the *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form. Students who do not meet this criteria, but require TTS or read aloud, should use the designated support, including those with IEP or 504 plans. TTS/read aloud designated support allows the student to listen to test information displayed on the screen, including test directions, questions, and answer choices for all content areas (just not the ELA session 4 reading passages). The *Guidelines for Administration of the TTS/Read Aloud Accommodation for the Forward Exam* form and more information **is now available** in the 2017-18 Accessibility Guide, available on the Forward Exam Accommodations and Supports webpage.

Updated Important note: DACs should *remove permissions from and make inactive* any individuals in eDIRECT who are no longer employed by the district and adjust user roles to sync with recent staffing changes.

Dynamic Learning Maps (DLM)

Reminder:

1.0 Percent Notification Letters – Districts who exceeded 1.0 percent participation in the subject areas of ELA, math, or science will be receiving a letter from the department with their district data as well as a copy of the Verification Form this month. Districts are responsible for completing the form and returning it to DPI per instructions included in the letter. IEP teams may find the [Guide to Determining Students with the Most Significant Cognitive Disabilities](#) helpful while looking at their data and completing the Verification Form.

District Test Coordinator Checklist – DPI has created a simple step by step checklist of all DLM DTC responsibilities. In addition, a Test Administrator Checklist is also available for teachers administering the DLM assessment. These are both available on [DPI website](#).

Required Test Administration Training – All district assessment coordinators (DACs) have now been added to [Moodle](#) as facilitated trainers. Please see the [Guide to the DLM Required Test Administration Training](#) for login information. **Teachers who have moved districts or changed their emails should contact the [DLM Helpdesk](#) to merge their Moodle accounts. They will need to provide their old email address as well as their new email address.**

All test administrators (anyone with a 'teacher' role in Educator Portal) must complete the required training prior to administering the DLM assessment and the optional instructional assessments (Instructional Tools Interface or ITI).
- Returning test administrators will be required to complete a refresher module and quiz as well as a science module and quiz (approximately 1 hour and 25 minutes).
- New test administrators within the DLM system will be expected to complete four required modules and quizzes (approximately 3 hours). The training modules are now available. We encourage test administrators to complete their training as early as possible and to not wait until the test window to complete the modules.

KITE® Client is the secure browser used by students taking DLM assessments. Please ensure that the most recent version of KITE Client is installed on devices. For new devices that have never had KITE Client installed, please see the instructions for downloading KITE 5.0 on the DLM website under the [KITE Suite](#) heading. For devices that have a previous version of KITE Client (version 3.0 was used during the 2016-17 school year), the KITE Client interface will be automatically updated to KITE Client 5.0 for the 2017-18 school year.
- Auto-update will be prompted when the device is powered on, connected to the internet, and KITE Client is launched.
- Auto-update went out August 31, 2017.
- After the update is downloaded, the user will be prompted to restart the KITE Client.

The auto-update takes about 10 minutes. Be sure to allow enough time for the auto-update.

School Assessment Type - Alternate (SATA)

In an effort to more accurately identify students anticipated to take the DLM alternate assessment under the new ESSA participation cap, we are asking districts to utilize the Student Characteristic SATA in WISEdata. The department began including additional validations around this indicator on October 12, 2017. All students taking the alternate assessment (DLM) must qualify as a student with the most significant cognitive disabilities as outlined below.

In Wisconsin, a student with the most significant cognitive disability:
- typically is characterized as functioning at least two and a half to three standard deviations below the mean in both adaptive behavior and cognitive functioning; **and**
- performs substantially below grade level expectations on the academic content standards for the grade in which they are enrolled, even with the use of adaptations and accommodations; **and**
- requires extensive, direct individualized instruction and substantial supports to achieve measurable gains, across all content areas and settings.

Only a student who meets these criteria and participates in the alternate academic achievement standards may take the alternate assessment.

ACT HIGH SCHOOL ASSESSMENTS

Opportunity to Provide Feedback on Performance Level Descriptors

Performance Level Descriptors (PLDs) provide an overview of the knowledge, skills, and abilities of students at specific performance levels — below basic, basic, proficient, and advanced — on the ACT in Wisconsin. PLDs have been drafted for grade 11 in English language arts and mathematics and will be posted for public review and comment on Thursday, November 16. You can find the draft PLDs and a survey to provide feedback at the following link: https://dpi.wi.gov/assessment/act/data/act-proficiency The survey will open on Thursday, November 16 and must be submitted by Friday, November 24.

Save the Dates for Test Administration Q&A Training Webinars

All webinars will be recorded and linked to the DPI ACT Trainings page and ACT WI website.

ACT and WorkKeys

November 8	10:00 a.m.	Accommodations
November 30	2:00 p.m.	Test Administration #1: Orientation, Configuration, Verification, & Preparation
		Registration link: https://act.ilinc.com/register/cxhrbjv
January 18	2:00 p.m.	Test Administration #2: Administration, Transportation, & Interpretation

Aspire

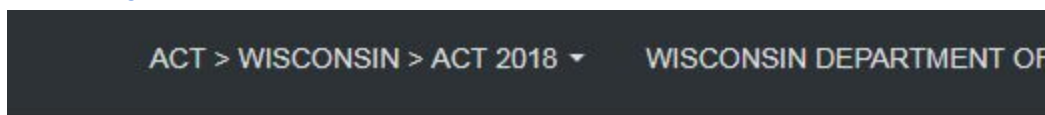|		
February 6	10:00 a.m.	Technology Readiness
February 8	10:00 a.m.	Test Administration

Aspire Early High School

DACs Update Contacts in the Aspire Portal
- Update contacts for school Test Coordinators and Technical Coordinators in the Aspire portal.
- Update your own contact information in Aspire portal as "Administrator" role if needed.

ACT with writing and WorkKeys

Complete PearsonAccess^{next} Tasks for 2018 Tests

DACs and Test Coordinators must be sure to complete tasks in PA^{next} under ACT 2018 and WORKKEYS 2018 (see screenshot below). If you are not seeing 2018, please contact jennifer.bell@dpi.wi.gov.

ACT > WISCONSIN > ACT 2018 ▾   WISCONSIN DEPARTMENT OF

December 1 Deadline for Test Coordinators to Manage Participation and Shipping Dates

School test coordinators must manage participation and choose shipping dates for both ACT and WorkKeys in PearsonAccessnext. "Managing Participation" instructions can be found in the *PearsonAccess^{next} User Guides*. <u>Test coordinators must be sure to manage participation in PearsonAccess^{next} for both the ACT and WorkKeys.</u> This requires changing the test type in the upper-right corner from ACT 2018 to WORKKEYS 2018 to ensure your participation information is captured for both products.
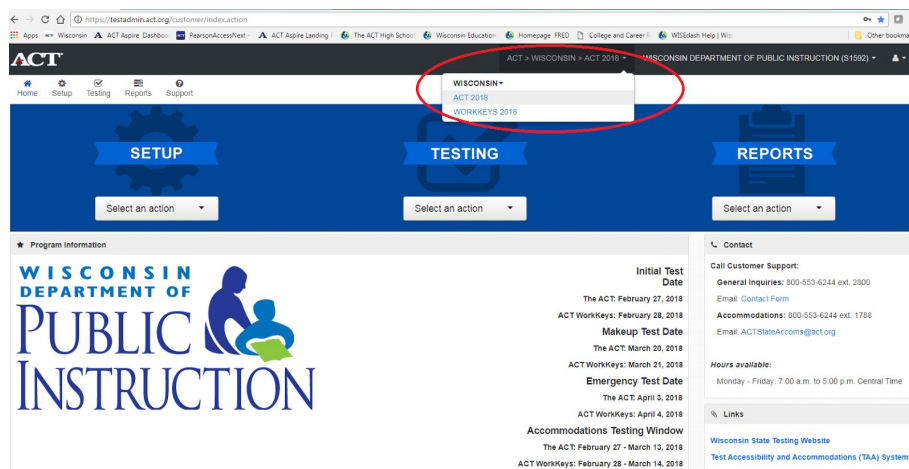
Resources:
- PearsonAccess^{next}
- *PearsonAccess^{next} User Guide for the ACT Test*
- PearsonAccess^{next} User Guide for ACT WorkKeys

Reminders:

Required DAC Action Item: Manage School Test Coordinator Contact Information
- DACs must log into PA^{next} to check to be sure test coordinator contact information is accurate for both ACT and WorkKeys.
- Instructions for managing test coordinator contacts for ACT and WorkKeys are available in the November 6th email from StateTesting@act.org, PearsonAccess^{next} User Guide for the ACT and the PearsonAccess^{next} User Guide for WorkKeys.
- First edit the "User" to ensure the correct Organizations and Roles are assigned. Then, manage contacts for the organization to assign the user as the Test Coordinator (primary point of contact) for school.

- Make sure to update for both ACT and WorkKeys. **This requires changing the test type in the upper-right corner from ACT 2018 to WORKKEYS 2018 to ensure your updated information is captured for both assessments.**

Window to Submit ACT Accommodations Requests Now Open
- School staff can now request ACT-approved accommodations and English Learner supports through the Test Accessibility and Accommodations (TAA) System.
- Staff without access to TAA can request access directly from the TAA website.
- The deadline to submit accommodations requests and documentation for ACT is **January 12**.
- If a student has previously approved ACT accommodations, the test coordinator must still manually apply the accommodation to the state test dates in TAA.
- Contact ACT at (800) 553-6244 ext. 1788 or ACTStateAccoms@act.org with accommodations-specific questions.
- Resources:
  - List of Allowable Accessibility Supports
  - Quick Start Guide for Requesting Supports
  - ACT Policy for Accommodations Documentation
  - ACT Policy for EL Documentation
  - What You Need to Know about EL Supports on the ACT
  - TAA User Guide
  - DPI ACT Accommodations Webpage
  - DPI EL Supports Webpage

Reading Readiness

Reading Readiness Results
- DPI will load 2017-18 PALS, MAP and STAR reading readiness results to WISEdash for Districts. Districts who had student data loaded for these screeners in 2016-17 will continue to have their data loaded in 2017-18. Districts that did not previously sign a data release will need to do so in order to have their data uploaded into WISEdash. Information on data sharing agreements can be found at:
  - PALS - https://dpi.wi.gov/assessment/reading-readiness/FAQ#data
  - MAP - https://dpi.wi.gov/wisedash/districts/about-data/map
  - Star - https://dpi.wi.gov/wisedash/districts/about-data/star

ACCESS for ELLs

Reminders

- **ACCESS Test Setup is now Open**
  - You may now export your rosters and begin adding accommodations. (See page 81 of the WIDA AMS User Guide for instructions.)
    - For smaller numbers of students, you can modify accommodations individually using the edit student function.
  - You may add, delete, and modify test sessions.
  - You may add new students, although these students will not have an order placed for them. Overage sent with the initial order should cover most new students.

- **ACCESS Materials**
  - Orders were calculated automatically on November 1.
  - You will receive these orders on November 30.
  - DRC will ship 7% overage for each school, and 7% more for the entire district
    - Please share materials between schools in your district before ordering more.
    - Return any unused materials at the end of the test window.
    - Additional materials can be ordered November 30 - February 2 with 2-day shipping.

- **Technology**
  - The 2017-18 Technology User Guide can be found on the ACCESS for ELLs 2.0 technology page.
  - The Device Toolkit has been revamped and updated. A tutorial and demo are available here.
  - WIDA AMS resources, including the new user guide and short how-to videos, are now available through the "WIDA AMS" selection on the Assessment drop-down menu on the main WIDA webpage.
  - TSM and INSIGHT are available in the WIDA-AMS under General Information > Technology Downloads.
    - INSIGHT is the same for Forward, ACCESS, and the WIDA screener. Existing installs should auto-update when launched.
    - There are separate TSMs for Forward and ACCESS/WIDA screener. Ensure that the ACCESS TSM 9.2 is installed and connected through the COS - Device Toolkit.

- **Training**
  - The 2017-18 Test Administrator's Manual and District and School Test Coordinator's Manual can be found on the "Preparation and Training" tab on the ACCESS for ELLs 2.0 webpage.
  - There is a new tab on the ACCESS for ELLs 2.0 page, "Preparing Students," with resources educators can use to get their students ready for testing.
  - Staff need an account on the wida.us website to access training.

- Calendar for year posted here.

NAEP and International Assessments
(selected schools only)

Reminders
- **NAEP Schools:** In January, you will have a pre-assessment task of updating your student lists to reflect any changes in enrollment between now (when the state is e-filing for you) and then. The default method to update your lists will be to submit an Excel spreadsheet with your full grade (4, 8, or 12) enrollment of students' names and birthdays. There is an alternate method of adding students' names/birthdays one at time, which might be quicker for schools with low mobility rates. There will be more information posted on schools' MyNAEP pages, but if your schools think they will want to add one student at a time instead of uploading a full list, please let Angela know as soon as possible so she can change the designations for that school: angela.dugas@dpi.wi.gov.
- **Teaching and Learning International Survey (TALIS)**: Notification for schools selected for this international teacher survey went out last week. Letters were mailed to district administrators and principals; DACs in these districts received an email.

Civics Graduation Requirement Examination Change

- As part of 2017 Wisconsin Act 59, the minimum passing score on the civics test for high school graduation set forth by Wis. Stat.118.33(1m)(a)1. was increased from 60 to 65 out of 100.

  For more information on the civics graduation requirement examination, including participation requirements for students with disabilities, go to: https://dpi.wi.gov/social-studies/laws/civics.

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DAC DIGEST DIGESTIBLES

Important Dates to Remember		
November	1: Forward Technology training webinar	Forward
	1: Forward Technology User Guide and additional resources available	Forward
	1-30: Complete Test Administrator (TA) training	ACCESS
	1-30: Install ACCESS TSM 9.2, update INSIGHT. Test Installations.	ACCESS
	1-30: Schedule time for students to take practice tests, especially the speaking test.	ACCESS
	3: DTC training recorded webinar available	Forward
	6: Window for submitting ACT accommodations requests in TAA opens. Window for managing test coordinator contacts, managing school participation, and selecting materials shipping dates opens in PearsonAccessNext.	ACT/WorkKeys
	8: Test coordinators attend Accommodations Q&A Training Session webinar, 10 a.m.	ACT/WorkKeys
	22: Accessibility training available	Forward
	27: Test session, accommodations setup Opens	ACCESS
	30: Test Materials Arrive & Additional materials window opens	ACCESS
	30: Ensure software up-to-date, run final system readiness checks	ACCESS
	30: Test coordinators attend Test Administration Q&A Webinar "Orientation,	ACT/WorkKeys

	Configuration, Verification, & Preparation", 2:00 p.m.	
December	1: Deadline to manage school participation and choose ship dates for test materials	ACT/WorkKeys
	4: Test window opens	ACCESS
	4: Window to order WorkKeys accommodated materials opens	WorkKeys
	20: Braille materials order window opens	FORWARD

Important Tasks to Remember	
❏ Upload private school Pre-ID files to WIDA-AMS if necessary.	ACCESS
❏ Check Webinar Calendar and schedule time to view.	ACCESS
❏ Install software.	ACCESS
❏ Ensure staff train, pass quizzes.	ACCESS
❏ Plan for student test practice.	ACCESS
❏ Look for score report information in Educator Portal. Mail home to parents as soon as possible. *Please share with teachers as appropriate.*	DLM
❏ Update KITE Client on testing devices	DLM
❏ Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ.	Reading Readiness
❏ Manage test coordinator users and contacts in PearsonAccess^next.	ACT/WorkKeys
❏ Encourage school test coordinators to save the dates for webinar Q&A sessions and register for the first Test Administration webinar: **https://act.ilinc.com/register/cxhrbjv**	ACT/WK/Aspire
❏ Submit requests for ACT-approved accommodations.	ACT
❏ Update contacts for Test Coordinator and Technical Coordinator in the Aspire portal.	Aspire

Online Resource Highlights		
As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Resource	**Description**	**Assessment**
Accessibility Guide	The guide contains information for classroom teachers, English development educators, special education teachers, and related services personnel as they select and administer universal tools, designated supports, and accommodations for those students who need them for the Forward Exam.	Forward
Managing Users in eDIRECT Guide	Guide to help DACs/SACs manage users in eDIRECT portal.	
Technology Resources	Forward Exam Technology Resources including the Technology User Guide, DTC Checklist, System Requirements, etc.	
Forward Calendar Webpage	DPI webpage listing key dates for the Forward Exam	
DLM Data and Results	DPI webpage with links to sample ISR cover letters and resources for understanding DLM Reports	DLM
District Test Coordinator Checklist	A quick checklist for all of the required DLM responsibilities	

[Data Management Manual](#)	A guide to the required steps for loading and editing data in KITE Educator Portal.	
[PA^{Next} User Guide for the ACT](#)	Schedule of test administration dates for ACT and WorkKeys	ACT/WorkKeys
[PA^{Next} user Guide for WorkKeys](#)	Summary document highlighting what is new in 2018 with WI state ACT testing.	
[ACT Accommodations](#)	DPI ACT Accommodations webpage with links to accommodations resources	
[ACT EL Supports](#)	DPI webpage of ACT English Learner supports resources	
[Aspire portal](#)	Link to the Aspire portal	Aspire
[ACCESS for ELLs Calendar](#)	Provides an overview of relevant 2017-18 dates	ACCESS
[Standard Setting Impacts](#)	Information on the score changes starting 2016-17	
[Report Card Resources](#)	Various resources to assist in understanding, explaining, and using the 2015-16 school and district report card data	OEA